

# A&E CONSULTANT'S SOQ RESPONSIVENESS CHECKLIST

The following checklist is provided as a tool to assist Consultants responding to a Request For Qualifications (RFQ). Solicitations may differ in their requirements; therefore, please read each Solicitation carefully to ensure responsiveness.

## SOQ REQUIREMENTS:

- ☐ **Submittal Date and Time**
- ☐ **Required number of copies submitted**

## The SOQ must contain the following four (4) sections:

- ☐ **Section 1 –Transmittal Letters** (for the Prime and each Subconsultant) **and Goal Documentation** (if applicable)
- ☐ **Section 2 – Form SF330** – The Prime Consultant is responsible for the completion of the SF330. A separate SF330 should not be submitted for each Subconsultant.
- ☐ **\*Section 3 – A Work Force Analysis** for the Prime and each Subconsultant.
- ☐ **\*Section 4 – A Nondiscrimination Statement** – for the Prime and each Subconsultant.

\* Firms with fewer than 50 employees are exempt from these requirements. If the Prime or Subconsultants have fewer than 50 employees, please note so in these sections.

- ☐ **Indirect Cost Rate (ICR) Package** – The ICR Package must be submitted with the SOQs in a separate sealed envelope to the address specified in the RFQ.

## The ICR Package must contain the following five (5) sections:

- ☐ **Section 1 –Transmittal/Certification for Complete Submittal Package**
- ☐ **Section 2 – Audited Indirect Cost Rate(s)**
- ☐ **Section 3 – Consultant Audit Questionnaire and attachments**
- ☐ **\*Section 4 –CPA Questionnaire and attachments**
- ☐ **\*Section 5 – Letter of Authorization**

\* If Consultant's Home State DOT is not Caltrans, Consultant may submit their Home State DOT Cognizant Agency approval letter in place of these documents.